



City of Racine Police Department
Policy and Procedure

Number: 214

Subject: DRMS Program		
Date Issued: 03-26-99	Effective Date: 01-27-12	Revision Number: 2

POLICY:

It shall be the policy of the Racine Police Department to utilize resources made available through the Defense Reutilization and Marketing Services (DRMS) whenever goods are located that fit within the Department's needs.

PROCEDURE:

1. The Lieutenant of Training is the Department's custodian for the DRMS program. That person will maintain all records and monitor the acquisition and disposition of properties obtained through the program.
2. The Lieutenant of Training will coordinate visits to DRMS sites with specialized unit commanders for equipment needs (i.e. SWAT, CNT, etc.).
3. The Department will ensure that all property received through the DRMS is placed into local service within one year of acquisition and unless deemed unserviceable, utilized for at least one year.
4. At the time of the acquisition, the property will be inventoried and a property history record will be initiated, to include the acquisition date and the location/user of the property.
5. Upon disposal of this property, the Department will ensure that the method of disposal is in accordance with the rules of the DRMS program, to include one of the following methods:
 - a. Discarded in the trash
 - b. Sold through the auction/bid process
 - c. Returned demilitarized property to the respective DRMO site
6. Upon completion of the disposal process, the appropriate notations shall be made in the property history record stating the method of disposal as well as the date and person responsible for the disposal.

[Table of Contents](#)